

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Office of Personnel**

District Personnel Manual Issuance System

This instruction should be filed behind the divider for Part III of DPM Chapter (s) 8, 9 & 38

DPM Instruction No. 8-44, 9-17 and 38-3

SUBJECT: Office of the Chief Technology Officer (OCTO)
Certification Program for Agency Chief Information
Officers

DATE: October 25, 2002

1. Purpose

The purpose of this instruction is to provide information about the Agency Chief Information Officer (CIO) Certification Program administered by the Chief Technology Officer, Office of the Chief Technology Officer (OCTO).

2. District of Columbia Government CIO Certification Program

- a. The objective of the CIO Certification Program is to develop, maintain and administer professional certification credentials for IT leaders within the District government as well as improve the District government's performance through the effective application of IT.
- b. The Chief Technology Officer has determined that an agency information technology (IT) professional charged with the responsibility of performing the duties of agency CIO is to carry the organizational title of "Chief Information Officer" only if he or she receives the CIO certification under the Program.
- c. The CIO Certification Program defines the requirements for IT executive skills.
- d. CIO core competencies were derived from the Clinger-Cohen Act of 1996 and adopted by the Federal CIO Council. The OCTO has adopted a sub-set of those competencies as required competencies for the District government (the Federal CIO Council has developed a catalogue of Learning Objectives (LOs) supporting core competencies, available at: http://www.gsa.gov/attachments/GSA_PUBLICATIONS/extpub/lomatrix-2001.doc).
- e. The Chief Technology Officer administers the CIO certification process through a CIO Certification Board (the "Board"). The Board is composed of senior government

Note: DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employee under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3.]

Inquiries: Office of the Chief Technology Officer (202) 727-2277

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IT professionals from within and outside the District government and chaired by the D.C. Chief Technology Officer.

- f. The Board reviews all applications and determines whether a candidate meets the CIO certification requirements.
- g. The Board Chairperson, on the advice and counsel of Board members, awards or denies CIO certification on the basis of written standards that reflect experience, education, professional skills, and professional contributions in the IT field.
- h. The CIO certification is effective for five (5) years from the date of issuance; re-certification occurs every five (5) years.
- i. The written standards for the CIO Certification Program, CIO certification application and re-certification packets are available from the OCTO upon request.

3. Eligibility Criteria for the CIO Certification Program

- a. An employee interested in applying for certification as a District CIO must be nominated by his or her agency director (see Attachment 1).
- b. The CIO Certification Program administered by the OCTO has the following educational and experience requirements:
 - (1) A minimum of ten (10) years of IT managing experience, including private sector, federal/state/local government, and/or non-profit work experience.
 - (2) Demonstrated experience in and understanding of CIO core competencies.
 - (3) Baccalaureate or equivalent degree in computer science, engineering, or other scientific discipline, or have equivalent substitute work experience.
 - (4) Completion of a capstone STAR CIO seminar within twelve (12) months of assignment or CIO University program selected at the discretion of the CIO Certification Board (the CIO University is a virtual university established by the Federal CIO Council and the General Services Administration (GSA) to meet the professional development needs of Chief Information Officers. An overview of the CIO University is available at <http://ciouniversity.cio.gov/>).

Milou Carolan
Director of Personnel



District of Columbia CIO Certification Program



Nomination for Agency CIO Certification

(Name as it will appear on the certificate)

Candidate's Phone Number:
Mailing Address:
e-mail:

Originating Organization/Agency:
Agency Director's Name:
Phone:
e-mail:

DIRECTOR'S NOMINATION

I attest that an IT requirement exists for the certification of this employee and that I support his/her candidacy for certification.

Signature: _____
Agency Director **Date**

CANDIDATE STATEMENT

I attest that the information presented in this package is accurate and that I have attained all of the experience and skills required for certification.

Signature: _____
Date

MANAGEMENT ENDORSEMENTS

I have reviewed this nomination package and the qualifications of this individual and support his/her nomination for certification. As the manager responsible for the career development of this employee, I have verified that the candidate has attained the skill levels required for certification and that the experience presented in this package is accurate.

Signature: _____
Manager **Date**